Traffic Violator School No-Fee Completion Certificates

New Policy

Effective September 1, 2011, Traffic Violator Schools (TVS) will no longer charge the $1.50 administrative fee to issue a paper-based completion certificate to students completing their program. The Department of Motor Vehicles (DMV) will provide the TVS with no-fee completion certificates until April 1, 2012. After April 1, 2012, all TVS completions will be tracked by an online database.

Certificate Information

During the week of August 15, 2011, DMV will release a blanket distribution of the no-fee completion certificates by Golden State Overnight (GSO) to the TVS industry. A person must be present at the TVS main address of record during business hours to sign for the GSO delivery.

On or after August 22, 2011, additional no-fee completion certificates must be picked up by the TVS owner, operator, or administrator at their local DMV Inspector's office. If the TVS owner, operator, or administrator is not present to pick up the no-fee completion certificates, a release on school letterhead, signed by the TVS owner, operator, or administrator is required to release the no-fee completion certificates to another person. A valid California driver license or identification card is required to pick up the additional no-fee completion certificates from your local DMV Inspector's office.

TVS courses completed by students prior to September 1, 2011, require a purchased completion certificate to be issued. The TVS must issue students a **no-fee** completion certificate provided by the DMV for all TVS courses completed on or after September 1, 2011.

Procedures

To order additional no-fee completion certificates, the TVS must submit the following items to their local DMV Inspector's office:

- A completed Traffic Violator School (TVS) Completion Certificate, OL 730A, (REV. 6/2011) form (incomplete forms will not be processed) which can be obtained online at **www.dmv.ca.gov/forms/ol/ol730a.pdf**.

- This form will no longer be available at your local DMV field offices or by mail on or after September 1, 2011.

To obtain a refund for unused purchased completion certificates the TVS must submit the following items to their local DMV Inspector's office **prior to December 29, 2011, in person**:

- A completed Application for Refund, ADM 399/2, (REV. 11/ 2008) form (attached). Do not mail the ADM 399 form to the DMV; the form **must** be submitted in person. For instructions on how to fill out the form go to **www.dmv.ca.gov/forms/adm/adm399instr.pdf**.

Procedures, *continued*

- The purchase receipt for the completion certificates being refunded. Refer to §345.44 (e) and (f) of the *California Code of Regulations* which requires the TVS to maintain all receipts for purchased completion certificates as a business record and describes the refund process for such certificates.

- All purchased completion certificates (OL-730 Course Completion Certificate) being refunded.

> **NOTE:** The completion certificates must be unused to be eligible for refund.

Refund checks for the TVS completion certificates will be made payable **only** to the TVS business name.

To locate or contact your local DMV Inspector's office visit **www.dmv.ca.gov/fo/inspector_office.htm**.

Background

DMV is required to develop a Web database accessible by the courts and traffic violator schools to allow oversight of TVS student enrollments and course completions.

References

California Code of Regulations §345.44 (e) and (f)
OLIN 2010-18 TVS Program Changes in 2011 and 2012

Contact

If you have any questions regarding this memo, contact the Occupational Licensing Compliance Unit at (916) 229-3154.

Distribution

Notification that this memo is available online at **www.dmv.ca.gov/pubs/olin/olin.htm** was made via California DMV's Automated E-mail Alert System in August 2011 to the following:

- All TVS Owners, Operators, and Instructors

MARY GARCIA, Chief
Occupational Licensing

Attachment

APPLICATION FOR REFUND
(PART 2)

DMV USE ONLY
RECEIVED AND DESTROYED STICKER NO. HERE
YEAR _____

WARRANT NO. (ACCOUNTING USE ONLY):

DATE DMV RECEIVED REFUND REQUEST

BUSINESS INDICATOR:
☐ B   ☐ I

Must be submitted to:
Department of Motor Vehicles
P.O. Box 942869 MS A235
Sacramento, CA 94269-0001

APPLICANT INFORMATION

1. NAME *(LAST, FIRST, MI)*

2. MAILING ADDRESS

3. CITY   STATE   ZIP

4. VIN/HIN *(LAST 3 CHARACTERS)*

5. REFUND REGARDING *(COMPLETE NAME)*

6. LICENSE PLATE, ACCOUNT OR RECEIPT NO.

6a. ☐ REGISTRATION ☐ DRIVER
☐ OCCUPATIONAL ☐ MISC.

7. DATE FEES WERE PAID (MM/DD/YYYY)

8. OFFICE WHERE FEES WERE PAID

9. WERE FEES PAID BY CREDIT CARD?
☐ Yes   ☐ No

10. AMOUNT OF CLAIM

11. A REFUND OF FEES IS BEING REQUESTED BECAUSE:

☐ I am in the military and not a California resident. (Please attach completed and signed Certificate of Nonresident Military Exemption form).

☐ Vehicle/vessel left California on/last operated in California on _____ and fees were paid on _____ .
DATE   DATE

☐ Vehicle/vessel was ☐ sold ☐ wrecked ☐ stolen on _____ and fees were paid on _____.
DATE   DATE

☐ VLF Offset Refund Request (VLF Increase)*

☐ Other (please explain briefly).

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

12. DATE

13. SIGNATURE OF APPLICANT
X

14. DAYTIME TELEPHONE NO.
(   )

FOR DMV USE ONLY

SUB M FEE CLEARANCE INFO

REPORTING UNIT NO.   TYPE LICENSE

TOTAL REFUND:

FEE CODES + Waiver/County	REFUND AMOUNT	FEE CODES + Waiver/County	REFUND AMOUNT	FEE CODES + Waiver/County	REFUND AMOUNT	FEE CODES + Waiver/County	REFUND AMOUNT
A - (008)		Q63- (088)					
P - (031)		Q64- (089)					
G - (069)		N- (093)					
D - (074)		U- (094)					
L - (075)		001					
J - (076)		002					
T - (083)		003					
B - (084)		00L-					
Q - (085)		VL2-					
S - (086)							
V - (087)							

FTB	VLF OFFSET	VLF PENALTY OFFSET	WAIVER CODE	DMV APPROVALS *(LEGIBLE SIGNATURE REQUIRED)*	DATE
				TECHNICIAN X	
				SUPERVISOR X	
				MANAGER X	

REBATE	**2001** AMT	PENALTY	

ADM 399/2 (REV. 11/2008) WWW

Print   Clear Form